



Forest Heights Police Department Policy and Procedures Manual

Subject:	Department Vehicles Crashes			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 16	Section: 2	Number of Pages:	1	Replaces: GO 2000-45
Original Issue: 01/01/16		Dates Revised:		

A. Purpose

To establish policy regarding FHPD vehicles involved in a crash within the Town of Forest Heights or Prince George's County, that are operated by an officer or civilian employee.

B. Policy

This policy applies to vehicle operation by both FHPD officers and civilian employees (hereafter both referred to as employees).

C. Employee Procedures

1. FHPD employees involved in a vehicle crash while operating a FHPD vehicle will immediately contact the Prince George's County Police Department (PGCo PD) Communications Section inform them of the matter and request that a PGCoPD Sergeant come to the scene and if available the FHPD Chief.
2. The employee will not move the vehicle from point of impact until the PGCoPD Sergeant or FHPD Chief approves unless lives are being endangered by the vehicle remaining at the place of impact.
3. The employee will request that the PGCoPD Sergeant:
 - a. Complete the required crash related documents;
 - b. Photograph the crash scene; and
 - c. Forward copies of the crash scene photographs to the FHPD Chief.
4. The employee will complete an inter-departmental memo form addressed to the Chief in a narrative a detailed description of the incidents leading to the crash occurring.

C. Cost Estimate to Repair Damages to FHPD Vehicle

The FHPD Chief will obtain two estimates to repair the vehicle damages.

D. Restitution to the Town of Forest Heights

1. If the crash investigation resulted in motor vehicle charges being placed against a third party, the Chief will monitor the case.
2. If the insurance company or a judge orders restitution to be made to the Town of Forest Heights, if needed, the Chief will obtain a certified copy of the court docket or the insurance company report and forwarding it to the Forest Heights Town business manager.

E. Review by the Chief of Police

1. The Chief will review all matters concerning the crash and will make the determination if the employee will be subjected to disciplinary proceedings.
2. If applicable, notification will be made to the employee of the proceedings accordingly.